

Moultonborough
2014 Library Budget
Recommendations and Comments



Advisory Budget Committee

Thursday, February 6, 2014

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To the Board of Library Trustees
Moultonborough Public Library
Moultonborough, New Hampshire 03254

The ABC has completed its' review of the 2014 Proposed Library Budget

Our intent is to ensure the budget process is a constructive experience and that the results of our collaborative efforts will be assessed as contributing constructive recommendations to the library financials. Specifically, our expertise, review and recommendations are intended to provide the public assurance and confidence.

The ABC continues to believe and promote the concept of consolidated services where we believe redundancies exist. The Trustees continue to re-enforce their understanding of the relevant RSA provisions defining Trustee responsibility for governing public libraries within the state of New Hampshire. The powers and duties of Library Trustees are defined in the state statutes Chapter, Title XVI; 202-A: 11. The Library, run independently from the Town Administration is funded primarily with taxpayer dollars supplemented with independent non tax levy funds.

The following report represents our independent opinions and suggestions of the majority of the Advisory Budget Committee Members. We note that selected opinions expressed in this report do not carry 100 % Committee support. Any opinions and suggestions offered by the ABC represent our best efforts to maximize efficiencies, spending power and to consolidate redundancies between the various elements of Town-wide Administration (Town, Library, and School). Our suggestions and opinions should not be viewed as a negative reflection of the dedicated work done by the Library Trustees or Director of the Library Operations.

Budget Summary:

The proposed total Library Budget for 2014 represents \$489,972 (\$477,472 from tax levy funding and \$12,500 from private Library funds) as compared to \$476,028 (\$466,528 from tax levy funding and \$9,500 from private Library funding sources) for the 2013 year. This represents an overall increase of \$10,944; a 2.30 % year-over-year increase. Total gross operating expenses (excluding payroll and related benefits) remain unchanged from 2013 at \$92,500. We note that gross operating expenses representing \$92,500 and are offset by \$12,500 transferred from independent Library non tax levy funds. Total Salaries and Benefits increased 3.6% in 2014 over 2013. The Budget for 2014 includes an approximate 2.9% increase in wages for full time staff, supplemented by an increase in part- time hours, wage based benefits and retirement costs.

OBSERVATIONS & COMMENTS:

Accounting and Administration

The Committee notes that during the past year the Library Trustees have done significant review of their accounting and administrative policies and procedures. Controls related to bank reconciliations and financial record keeping and reporting have been updated and strengthened. The Trustees should be commended for their efforts. The changes in procedures should result favorably during the audit at the conclusion of this year. The ABC encourages continuation of such efforts into 2014.

The ABC encourages the Trustees to enhance the financial statement reported in the Town Annual Report to portray to the public the strong financial position the Library maintains.

Cash Management

This past year, the ABC conducted a meeting between representatives of all Moultonborough Town Entities and officials of the Meredith Village Savings Bank. The purpose of the meeting was to make all town entities aware of the various investment options, programs and electronic banking tools available to them from the Meredith Village Savings Bank. We were pleased to have representatives from the Library Trustees participate and encourage them to fully explore and utilize all relevant electronic options available to them.

Conclusion:

We believe that the proposed budget for operating expenses of \$489,972 (\$477,472 from tax levy funding and \$12,500 from private Library funds) as submitted is a comprehensive representation of the cost to operate Moultonborough's Library for 2014.

Other opportunities as mentioned by the Committee in the past that should be pursued for further future cost improvement are:

- Joint maintenance of building and grounds activities, janitorial services,
- Bulk purchase of common supplies and services.

We believe these opportunities can be accomplished while maintaining the high quality of services and autonomy currently offered by the Moultonborough Library.

The Town Administration, School Administration and Library Trustees should continue to find opportunities to work together to facilitate all feasible cost sharing opportunities in 2014. We firmly believe cooperative sharing of non-core services will provide the Trustees autonomy to direct the Core Library functions as per the intent of the RSA's, while reducing redundant costs for the Taxpayer.

Respectfully submitted,

Jean Beadle, Chair - ABC

Moultonborough Budget Advisory Committee

Alan Ballard
Jean Beadle
Kathy Garry (School Board Representative)
Barbara Sheppard (Library Trustee Representative)
Chris Shipp (Select Board Representative)